



JOB DESCRIPTION

Position Title: **Senior Coordinator**

Working Area: **Survey**

Class Code: 5310

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

Major Function

Supervisory and technical work involving the management of survey crews, computing survey field data, drafting, and maintenance of land survey records.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Plans, assigns and manages the field surveying operation staff. Computes, reduces and evaluates survey data from survey crews for accuracy and technical procedure on a daily basis. Maintains database of survey data, performs survey calculations, prepares survey sketches and assists Surveyor in providing general land office survey data to engineering/survey firms and the general public.

Initiates and/or reviews and effectively recommends to supervisor, for final approval by the department director, for hiring, termination, performance evaluation, disciplinary and commendatory actions.

Provides technical guidance and coordinates activities of field survey parties.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Extensive technical knowledge of the principles and practices of land surveying as set forth under Florida Statutes. Considerable knowledge of mathematics through trigonometry and its application to surveying. Knowledge of the theory and practice of Global Position Systems data collection methods.

Ability to operate personal computers, perform technical computations, prepare technical survey related drawings, maps, sketches and reports. Ability to establish and maintain cooperative working relationships with other personnel, survey firms and the general public. Ability to manage day-to-day survey field operations, involving several Survey Crews.

Skilled in performing survey calculations and in the use of survey instruments and equipment.

High School Diploma and four (4) years of progressively responsible surveying computations and drafting experience.

Prefer certification as a Registered Land Surveyor in the State of Florida.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications

Working Conditions

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking.